

OTR 79-3722

25 JUN 1979

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: Don I. Wortman
Deputy Director for Administration

SUBJECT: Proposed Agency Notice re CIA Language Program

1. Attached is the proposed Agency notice announcing a new language incentive program. It has been agreed to by representatives from the DDO, NFAC, DDS&T, and the DDA, who serve on a working level implementing committee. Draft copies were also sent to the Comptroller, the Legislative Counsel, and the Office of Finance for their information.

2. This notice will serve as a framework within which each directorate will issue its own additional guidance prior to 1 October 1979 concerning the specific implementation of the awards program.

3. Concern has been expressed by the committee members regarding the financing of the new program; the directorates appear to be incapable of funding the program without supplemental funds. Using FY 1978 statistics, the range of first-year costs for language use awards is estimated to be between \$818,000 and \$1,710,000. The first figure represents language use payments of \$1,300 per year for the 629 Unit Language Requirements (ULR) filled by qualified personnel, and the latter figure would be the cost if all 1,315 ULRs were to qualify for award payments. The directorates will undoubtedly redefine the ULRs which may result in an increase in the total number of potential awards. Achievement awards during the first year may amount to an additional \$150,000. No maintenance awards will be paid during the initial year of the program. The committee wishes to alert you to the funding required for this program during the next fiscal year.

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4. Questions related to directorate focal points of responsibility for the program, the means of notifying the Office of Finance of beginning and ending language use award participants, and other procedural issues are still to be resolved. These procedures must be uniform among the directorates.

5. Upon your approval and signature, the notice will be issued.

DON WORTMAN

Don I Wortman

Attachment

Distribution:

Orig & 1 - Addressee, w/att
1 - ER, w/att
✓2 - DDA, w/att

TRAINING

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LANGUAGE PROGRAM

STAT Reference: CIA Language Incentive Program

1. As a result of the steady decrease in the Agency's overall capabilities in foreign languages, a new program of incentives and other measures is hereby established. Effective 1 October 1979 this notice modifies the cash awards schedule for language achievement and adds salary increments and maintenance awards for language competence. Each directorate will issue additional guidance in order to implement the following programs.

a. Language Use Awards

(1) A cash award for actual job-related utilization of a foreign language may be granted in the form of a salary increment to those employees who fulfill a Unit Language Requirement (ULR) according to guidelines established by each directorate. The salary increment will be in effect only during the tenure in the ULR-designated position.

(2) The amount of salary increment to be paid to an employee who fills a Unit Language Requirement is fixed at \$50 per biweekly pay period. Payments to an individual will be authorized by each directorate according to the guideline to be issued by each directorate.

(3) Each directorate has the authority to designate its own requirements according to language(s), level of competence, and skill (reading, speaking, and understanding) required. The language requirements will be defined in the form of Unit Language Requirements, which will be confirmed or revised at intervals of no more than one year.

ADMINISTRATIVE - INTERNAL USE ONLY

(4) Each directorate will use proficiency test scores or other certification of proficiency authorized by the Office of Training to establish qualification for language use awards.

b. Achievement Awards

(1) Achievement awards will be granted according to the CIA Language Incentive Program as defined in the reference. This notice modifies the Language Incentive Program schedule of cash awards as follows:

Comprehensive (Reading, Speaking, and Understanding) Program

<u>Language Groupings</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>
Group I			900	1100
Group II		900	1100	1300
Group III	800	1100	1300	1500

(2) Nominations for achievement awards will be made by each directorate in keeping with the directorate's need to fill gaps in required language capabilities.

(3) Eligibility for achievement awards will be based upon acquired skills only as demonstrated by a test. Proficiency tests for achievement awards will not be repeated within a six-month period unless language training has occurred within that period. Achievement awards will not be considered for employees who possessed native skills upon entry on duty.

c. Maintenance Awards

(1) Maintenance awards will be administered within the Language Proficiency Cash Award (LPCA) program. Payments for maintenance will be 50 percent per year of the revised schedule of cash awards for achievement. Annual maintenance awards can be paid no sooner than one year from the date of achievement of the specified level and in no instance sooner than one year from the effective date of this notice.

(2) Each directorate will identify the incentive languages for which maintenance awards will be paid and nominate the participants eligible to apply for the program.

(3) Eligibility for maintenance awards will be based upon acquired skills only; no award will be considered for the maintenance of any native language brought to the job.

(4) A proficiency test or other Office of Training authorized certification of proficiency will serve as the basis for maintenance awards for a period of no longer than three years.

2. No employee may receive more than one language use award at a time. No employee may receive a language use award and a maintenance award for the same language during the same period of time. An equitable distribution of awards (ULR-based salary increments, achievement awards, and maintenance awards) is the responsibility of each directorate.

3. The awards program will be reviewed annually by each directorate with the assistance of the Language Development Committee to assess its effectiveness.


4. This notice is current until rescinded.

Frank Carlucci
Deputy Director of Central Intelligence

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ORIGINATOR

[Redacted]

 Donald E. Smith
Director of Training

21 JUN 1979

Date